

*Professional Staff Peer Review Committee for Performance-Based Promotions:  
A Checklist*

*The performance-based promotion process is very competitive. There are usually more qualified applicants than the number of promotions available. It is therefore imperative that all applicants follow the procedures and guidelines closely, and provide a complete portfolio for evaluation.*

Professional staff promotion procedures are posted at the website of the Office of Employee Relations (<http://www.njcu.edu/dept/er/>). The procedures are also available for pick-up in Hepburn Hall, Room 308.

You must familiarize yourself with these procedures, the timetable, and all items that must be included in your professional portfolio. Remember that you must meet or exceed the established criteria to be eligible for promotion.

The checklist below will assist you in completing the application packet.

- \_\_\_\_\_ Candidate's statement (Self-assessment addressing the four criteria)
- \_\_\_\_\_ Last two performance appraisals from your personnel file
- \_\_\_\_\_ Substantive documentation, supplied by the applicant, supporting the four criteria, (e.g., specific examples and objective documentation)
- \_\_\_\_\_ Original Application Form/Cover Sheet
- \_\_\_\_\_ Your official NJCU job description, in-house and AFT Titles (in the Office of the Assistant to the President)
- \_\_\_\_\_ Your employment history at the University
- \_\_\_\_\_ Have you presented your documentation so that a reviewer who may not be in your area of expertise will be able to evaluate your professional activities completely and fairly?
- \_\_\_\_\_ Have you provided an original, plus 1 additional copy of your application packet?

I \_\_\_\_\_ certify that the statements, information, and  
(Please print name)  
supporting materials hereby submitted as my application for promotion are accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

\_\_\_\_\_ Date: \_\_\_\_\_

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